

Appendix 3-B. Clearance Process for Media Interviews

Interview requests from major media outlets (The New York Times, The Wall Street Journal, ABC News, CNN, and so forth) must be submitted to the Office of Communications (OC) before the interview is conducted. OC is required to clear interviews with the U.S. Department of Health and Human Services (HHS) Assistant Secretary for Public Affairs (ASPA) before the interview occurs.

AHRQ staff or contractors who receive interview requests from major media should complete the template below and contact Alison Hunt (301-427-1244 or alison.hunt@ahrq.hhs.gov) to request clearance. Arranging and/or conducting interviews before receiving approval is not permitted.

Interview requests from local or regional outlets (e.g., Atlanta Journal-Constitution and Sacramento Bee) or trade publications (e.g., Modern Healthcare and Healthcare Informatics) should be sent to Alison Hunt before the interview is given. Although there is no HHS clearance needed, OC needs to be aware of the request before the interview is completed and will report the request and any resulting interview to ASPA in a nightly report.

After requests for interviews are granted, OC will work with program staff and the reporter to coordinate a time for the interview. Interviews are usually conducted over the phone or, if the reporter agrees, via email. Staff members are encouraged to call reporters directly rather than sharing their direct lines. If a reporter asks for referrals to other staff members within the Agency, program staff should let Alison Hunt know before giving the reporter additional contact information. Referrals to outside organizations or other Federal agencies can be given without prior approval. OC can send reporters referrals to outside organizations for follow up after interviews.